Weekly Status Report	
Submitted by: **Tony Falbo**	Week Ending: **December 24, 2004**

PROJECT STATUS

Overall Project Status Level	Green

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
    Week 3 activities, considering:
    - Review Activity Sheets for accuracy
    - Review timeline for consensus
    - Share preliminary draft for feedback
    - Incorporate changes to create working draft
    - Wrap-up with next steps

#	Initiative	Chair	Facilitator	Alternate
7	Desktop Std.	George	Falbo	Carter

PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns for initiative #7 at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

Week 4- Activities:
- Complete presentation package
- Wrap up

Lifecycle Management—Tony Falbo, Facilitator/Bill George, Chair

Complete ☑	Deliverable	Status	Due Date and Owner	Date Completed
X	Team Mission Statement		12/9/04	
X	Weekly Status Report		12/9/04	
X	Develop Risk Assessment		12/23/04	
X	Define Barriers and Issues		12/16/04	
X	Conduct Risk Assessment		12/21/04	
X	Prioritize Risk		12/16/04	
X	Define Mitigation Plan		12/21/04	
X	Develop Project Plan		12/23/04	
X	Work plan with realistic timeframes for implementation		12/21/04	
X	Implementation costs by fiscal year		12/21/04	
X	Budget Process guidelines		12/16/04	
X	Process maps and control points		12/21/04	
N/A	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
X	Resources to implement consolidation/on-going needs		12/21/04	
X	Installation plans (include disposition of existing hardware and software)		12/21/04	
X	Business requirements during transitional and final phases of consolidation		12/21/04	
☐	Cultural Considerations		TBD	
X	Define barriers and issues		TBD	
☐	Communications Plan		TBD	
☐	Staffing Plan		TBD	

Complete ☑	Deliverable	Status	Due Date and Owner	Date Completed
☐	State Code Changes		TBD	
X	Develop Key Activities and Framework for Recommendations		12/23/04	
X	Define Key Activities		12/9/04	
X	Define Event Horizons		12/16/04	
X	Define Milestones and Expected Outputs		12/16/04	
X	Define Implementation Cost Elements		12/21/04	
☐	Presentation Package for Governor		1/14/05	
X	Develop Executive Presentation		12/21/04	
☐	Final Presentation Review		1/11/05	
☐	Executive Sponsor Reviews		1/13/05	
☐	Executive Presentation		1/14/05	